

Basic 212

EC 6-556

9 - MAR 1956

MEMORANDUM FOR: Director of Training

SUBJECT: ORR Management Course, 27 February -
2 March 1956

1. After careful consideration by this Office and intensive preparation and counsel by the Office of Training, the first of what may be a series of special ORR management courses for selected supervisory personnel has been completed with resounding success. The group was made up of 13 ORR supervisory personnel, intentionally selected from echelons of supervision from Assistant Director to Branch level. One officer from the Office of Central Reference and one from the Office of Scientific Intelligence also attended.

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[redacted] of your staff was very effective in establishing excellent rapport with the members of the group well in advance of the course and carried out his responsibilities as leader and instructor with a skill which drew unanimous praise from the group.

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2. Although [redacted] organized the course around four major elements of management, he very sensibly permitted some of the current management problems within this Office to dominate the discussions. Aside from the obvious benefits of the camaraderie developed under these conditions, perhaps the most beneficial aspect of the course was the mutual understanding and appreciation of participants regarding problems that faced each of them in carrying out their respective management tasks. Since I was one of those present, I can say with all confidence that everyone gained a great deal from this one week of intensive training, that areas where supervision should be improved were identified, and that distinct advantages will accrue to the Office and to the individuals concerned.

3. I should like to express to you the appreciation of this Office and of all the participants for O/TR's effective implementation of the course. [redacted] deserves

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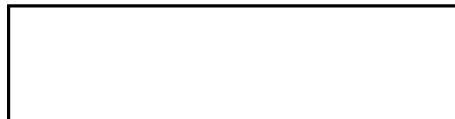
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particular commendation for the dedicated manner in which he developed and led the discussions. We are also sincerely appreciative of the excellent facilities and services provided to us during the week.

4. In view of the success of this course, I suspect that you will receive requests for other courses of this nature not only in response to our requirements but also to those of other Offices.



OTTO E. GUET
Assistant Director
Research and Reports

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STANDARD FORM NO. 64

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E06-619

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
VIA : AD/CR *ju*
FROM : Executive, CR

DATE: 16 March 1956

SUBJECT: ORR Management Course

Dear Matt:

I thought you would like to know how much I appreciated the chance of participating in the ORR Management Course [redacted]

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The people down there were extremely kind and the arrangements excellent. [redacted] did a particularly outstanding job of making the five days profitable and worth-while.

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